

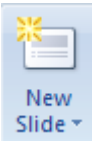
Intro to Advanced Power Point

Computer Technology
Office 2007

1. Open Microsoft Power Point.

SLIDE 1

2. Add four slides to the already existing slide. Make sure you are on the Home ribbon. Choose New Slide four times.
 - a. Add a title of your choice—choose something that you know something about. I usually choose “movies.”
 - b. Add a subtitle—just your name is fine.
 - c. You may change the font and color if you want.
3. Change the background to a gradient.
 - a. Either right click and choose Format Background OR
 - b. Go to the Design tab. Choose Background Styles and Format Background.
 - i. From the list, choose Gradient Fill.
 - ii. Play around with the options provided. Create different “stops” or colors, for your background. Choose at least three.
 - iii. When you are finished, press “close,” NOT “Apply to All.”



4. Insert a Text Box.

- a. Go to the Insert Ribbon. Choose Text Box.
- b. Use your cursor to draw a box. Then type something in.
- c. Go to the Format Tab, and make sure Drawing Tools is highlighted, as shown. Use the shape style and wordart styles to change the settings of your text box and words until it looks the way you want.



5. Insert Shapes

- a. Now go to the shapes section, and choose a shape. Use the same drawing tools on your shape.
- b. With your shape highlighted, begin typing something. You now have a shape with words on it.

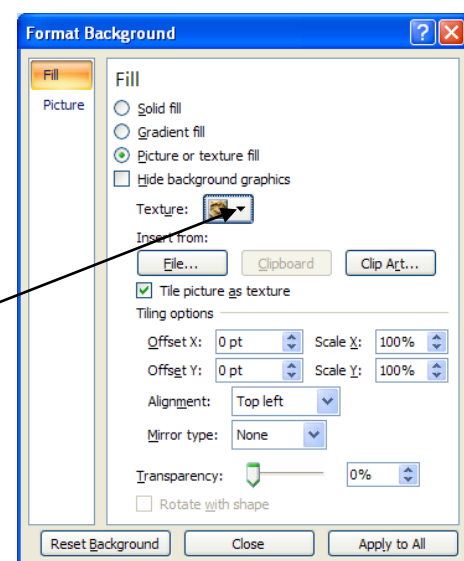
6. Insert an Arrow



- a. You may insert several shapes if you want, but you MUST insert an arrow as well. Just choose an arrow from the Lines section of the shapes pull down menu.
- b. Draw the line. Then use your drawing tools to change its look. Note that you can edit the starting and ending points of your arrow.

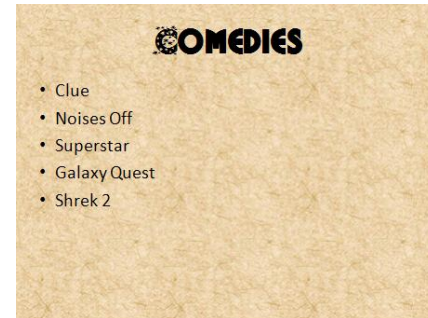


SLIDE 2

7. Change the background to a texture
 - a. Right click and choose Format Background.
 - b. Choose “Picture or Texture Fill” from the list.
 - c. Either choose a texture from the Texture list OR
 - d. Get a texture from the Internet



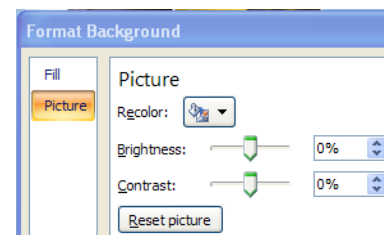
- i. Go to www.grsites.com. This website should be on your favorites list.
 - ii. Go to Absolute Textures Archive.
 - iii. From the pull down menus on the right, choose a texture or pattern. Once you have selected the texture you want, click on it.
 - iv. Next, right click on the texture and save it to your My Pictures file.
 - v. Now, go back to Power Point. Choose the File... button  and select the file you just saved. **Don't forget to put a checkmark on the "Tile Picture as Texture" box.**
8. Enter Title and text
 - a. Add your title. Then list at least four bullets.
9. Add Animations.
 - a. Go to the Animations Ribbon.
 - i. Note that you can choose whole slide animations for each slide if you choose, from the Transition to This Slide section of the ribbon. Choose one.
 - b. Now click on the Custom Animation button.  A new sidebar will appear.
 - c. Highlight the first bulleted item on your list. Now click on Add Effect.
 - i. For now, just choose Entrance. We will try the other options on our next slide.
 - ii. Choose an effect for your first bullet. You will note that there is a number 1 listed on the side bar, and also a number 1 next to your first bullet.
 - iii. Now animate your other bullets the same way.



SLIDE 3



10. Do a picture background.
 - a. Right click and choose Format Background.
 - b. Choose Picture or Texture fill.
 - c. Go to the File... button and choose a picture you have saved on your computer already.
 - d. Make sure you change the transparency—whenever you use a picture background, it can make the rest of your slide hard to read. Use the transparency toggle to make your picture lighter.
 - e. You can also select Picture from the left hand side, and change the brightness and recolor the picture you have chosen.



11. Insert Pictures
 - a. Go to the Insert ribbon. Choose Picture. Choose a picture you have on your computer, or get one from the internet.
 - b. Now click on Clip Art and pull in another picture of your choice.
 - c. Finally, pull in a third picture, either from clip art or from your file.
12. Custom Animation Options
 - a. Now that you have your pictures, we are going to animate them using the other effect options.
 - b. Using your mouse, pull your first picture off the page into the margin, so that it cannot be seen on your slide. Highlight it.
 - i. Now, go to add effect, Motion Paths
 - ii. Choose a Motion Path that will bring your picture back onto the page.
 - iii. You now have an arrow with a green end and a red end. You can use your mouse to manipulate the starting and ending points of this arrow to fine-tune exactly where

you want your picture to start and finish during the animation. Use the button to test out your animation.

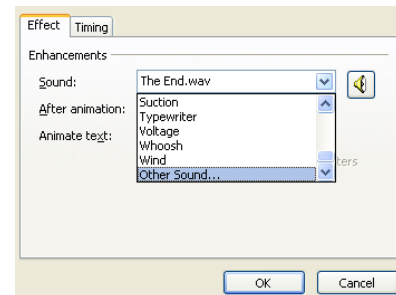


- c. Now highlight your first picture again. This time, select an emphasis from the Add Effect list.
- d. Repeat these steps with your other two pictures. Try different motion paths and emphases.
 - i. IF YOU CHOOSE CUSTOM MOTION PATH, REMEMBER TO DOUBLE CLICK IN ORDER TO END THE PATH!!
- e. You may add exits to your paths if you want.
- f. Also, try clicking on one of your emphases. Then pull down the arrow and choose timing. Put a delay on your emphasis, to see how you can control exactly when it will occur.

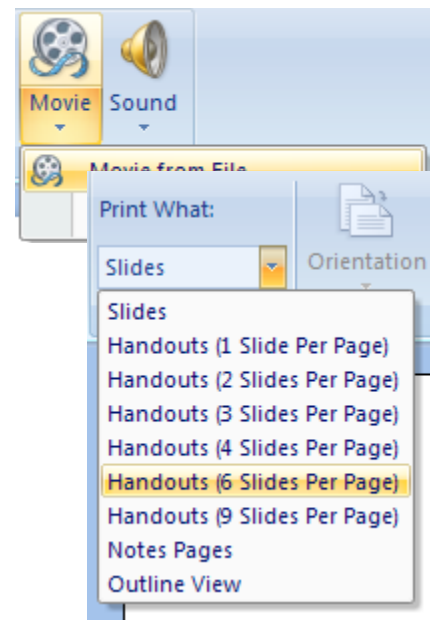
SLIDE 4

13. Now we will be learning about adding sounds.
14. Go to slide 4, and create a background of your choice from what you have already learned.
15. Add at least four bullets. You will be adding sounds from a movie website, so you may want to list movies that you like.

- a. Go to Moviewavs.com. Choose Movie Sounds from the WAVs section.
- b. Power Point uses .wav files for sound, not .mp3. So make sure any sound you download is a .wav file.
- c. Click on a movie you like and choose a quote
 - i. MAKE SURE YOU READ THE QUOTE FIRST SO YOU KNOW IT'S APPROPRIATE!!
 - ii. Choose the .wav file. Click on it. It will now play. Right click on the quote and choose Save Target as...
 - iii. Save it in your My Documents folder.
- d. Now, highlight the first bullet and animate it with an entrance.
 - i. Pull down the menu from the arrow, and select Effect Options
 - ii. Where it says "no sound" pull down the arrow, all the way, until you come to Other Sound...
 - iii. Now select the sound you have saved to your folder.



16. Adding Music
 - a. Many students want to add music to their power point. There are several problems with this:
 - i. You cannot download music for free off the internet—you must have the song already saved to your computer, after ripping it from the CD. Here in class, you do not have access to all your music.
 - ii. NO, you can't get it from your iPod.
 - iii. Second, if you use your music with an animation, it will stop playing as soon as you click on the next animation. So usually, you have to make your entire slideshow automatic in order to have your song play continuously.
 - b. In order to add music, go to the Insert Ribbon. Click on Sound, and Sound from File. Choose the song you have saved. It will ask you if you want it to play automatically or when clicked.



SLIDE 5

17. Adding movies to your power point
 - a. On your 5th slide, add the background of your choice.
 - b. Go to the Insert Ribbon. Choose Movie, and Movie from File.

- c. Go to Student Common, Computer Technology, and Presentations. Then click on Videos. Choose a video to add.
 - d. It will prompt you whether you want it to play automatically or when clicked.
- 18. Adding Movies from the Internet
 - a. Getting a movie from the internet can be tricky. Just because you can watch it does not mean you can download it. If you know how to download short videos, or you have some that have been emailed to you and are appropriate for school, you may use them.
- 19. Print. Go to the Office Button and choose Print Preview. On Print What, choose 6 slides per page. Then print and turn it into the basket.